

CECI-TA (25-5b)

15 OCT 2002

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS,  
DIRECTORS FIELD OPERATING ACTIVITIES, AND HEADQUARTERS STAFF  
PRINCIPALS

SUBJECT: Information Technology Investment Portfolio – **FY 2004-2009 Guidance**

1. Reference USACE Guidance and Definitions for Information Technology Investment Portfolio System (ITIPS).
2. The purpose of this memorandum is to provide guidance and instructions for developing/ updating your **FY 2004-2009** Information Technology (IT) investment portfolio plan with specific focus on your requirements for the **FY 2004/2005 Budget Cycle**.
3. The information will be submitted using the Information Technology Investment Portfolio System (ITIPS). ITIPS is the **sole official repository** for IT descriptive and financial information. It is **critically important** that the information entered into ITIPS is complete and accurate. This information will assist senior level decision makers in determining the right mix of IT investments (legacy, on-going, and new investments) to leverage technology to accomplish the USACE mission/goals and customer satisfaction/needs.
4. FY04 requirement information will be used to prepare, evaluate, and make recommendations to the Senior Program Budget Advisory Council (SPBAC) and the Commanding General for the Operating, Program, PRIP, and Fee-For-Service budgets.
5. FY05 requirement information will be used to input to the Command Consolidated Guidance (CCG) and Command Management Reviews (CMR); prepare the DA Program Objective Memorandum (POM); prepare the Office of Management and Budget Civil Works submissions (Exhibit 300B and Exhibit 53), and prepare the Civil Works Automation Budget for Congress.
6. The Directors and Chiefs of Information Management, and Functional Proponents for IT/AISs will review your portfolio to ensure you have accurately incorporated your IT investments in ITIPS to include:
  - a. **Budget Requirement Plan.** Provide your budget requirements in the **ITIPS Budget Tab** for FY 2004-2009. Your budget requirements must be entered by separately identifying development costs (program and enhancement costs, as applicable) and operation and support (O&S) costs **for each FY** (see reference for development and O&S costs definitions).
  - b. **Justification for Budget Requirement Plan.** Provide justifications for each year from FY2004-2009, which thoroughly describe the budget requirements entered in the ITIPS Budget Tab (para 6.a. above). Your justification(s) **must** describe development costs (program and

enhancement costs, as applicable) and O&S costs for each FY (see reference for development and O&S cost definitions). These justifications must be entered in the **ITIPS Future Tab**.

c. **Description of Business Value(s) and Risk(s)**. For AIS and Programs provide descriptions for each year from FY 2004-2009 of **how** your budget requirements will contribute to the USACE business mission/goals and customer needs. Describe the business and/or technical impact(s) if requirement is **partially funded** or **not funded**. Your descriptions must be entered in the **ITIPS Tangible and Intangible Benefits Tabs**.

7. ITIPS Installation Instructions:

a. New users - Use the installation and access instructions at either <http://www.usace.army.mil/itips/inst.pdf> or <http://www.usace.army.mil/itips> to install the latest ITIPS release (version 3.3.107).

b. Existing users - Use the instructions at <http://www.usace.army.mil/itips/ITIPScerrormsg.htm> to install the latest ITIPS release (version 3.3.107).

**ITIPS is compatible with Windows 98, and NT/2000.**

8. Use the general guidance and definitions contained at <http://www.usace.army.mil/ci/references.FY05guid.pdf> or via the ITIPS web page at <http://www.usace.army.mil/itips/>.

9. The suspense date for completing the update is COB 6 December 2002. My points of contact are Ward Sevila (202) 761-7700 and Johnnie M. Carter (202) 761-7701.

FOR THE COMMANDER:



WILBERT BERRIOS

Director of Corporate Information

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